

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	RESEARCH ANALYST
CLASS CODE:	2331
FLSA STATUS:	Exempt
SUPERVISORY STATUS:	None
EFFECTIVE DATE:	03/18/2008
DEPARTMENT:	Health - Division of Substance Abuse

JOB SUMMARY

Under general supervision from the Prevention Program Manager, performs professional level research and statistical work in gathering and analyzing substance abuse trend and prevention data. Crafts reports and presentations on completed analysis.

ESSENTIAL FUNCTIONS

Ensures division readiness for, and on-going compliance with, the Performance Partnership Grants Program to maintain federal funding; serves on county-level, state-level, and if needed national-level outcome development projects; serves as the division representative to the Utah Behavioral Health Network (UBHN) Performance Development Committee; works to improve the data infrastructure and database technology in coordination with division personnel, County Information Systems personnel, other local authority program personnel, and the state division; evaluates and responds to process and outcome studies conducted by the state division and other agencies to accurately and efficiently manage and use county level performance data.

Develops and implements sampling plans to collect representative data regarding projects; applies basic descriptive statistics to data such as measures of central tendency, variability, and correlation; conducts research studies requiring knowledge of research design and inferential statistics; develops research objectives and programs to improve the efficiency and effectiveness of services; conducts incidence and prevalence studies (I&P) and other needs assessments within Utah County; works closely with the state division on the development and deployment within Utah County of research projects including I&P studies, systems improvements projects, staff development efforts, etc.; serves as the representative of the division on institutional review boards as required.

Provides technical assistance to the division and its provider system on the use and application of research information; provides technical information to the Commission as requested and to other elected officials or administrators as authorized by the Commission; develops technical assistance requests for the division and its provider system to improve system performance and positive client outcomes; coordinates technical assistance requests through the state division or other appropriate funding agencies; presents information to boards and staff at the request of the individual provider.

Analyzes need for independent outside support for research design, data collection, and analysis; takes primary responsibility for development of research related requests for proposals, evaluation of proposals, and selection of vendors; manages all independent evaluations by acting as the primary point of contact with contracted independent evaluator(s); develops all research and outcome components of grants and proposals developed by the Division; completes all statistical, research, outcome, and other performance components required for compliance with grants and contracts.

Represents the division at county, state and national level research and systems improvement project meetings and service development meetings; develops close working relationships on behalf of the division with state Medicaid agency and other state agencies such as State Office of Education, Utah Department of Corrections, Commission on Criminal and Juvenile Justice, county agencies, etc. to provide and plan for service systems improvements; develops close working relationships on behalf of the division with county and state agencies, and local advocacy groups in terms of I&P data, research reports, process and outcome studies, and general information about the substance abuse needs and services available within Utah County; assists division management and department management with other research and information gathering projects as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of: Models and practice of treatment and prevention; psychological scaling and needs assessment procedures; and data items and sources relevant to prediction of alcohol and drug abuse.

Working Knowledge of: Statistical analysis; computer programming and data base creation and maintenance; sampling and survey design, research and evaluation design and practice; measurement and scaling procedures; data processing and data management procedures.

Skill in: System design, technical writing, data analysis/statistical analysis, data interpretation, administering surveys; creating and maintaining filing and record keeping systems; operating modern office equipment; word processing, spreadsheet creation and using various social statistics software programs.

Ability to: Communicate effectively verbally and in writing with a wide variety of people; conduct task oriented meetings; interpret data and display and discuss results; plan and coordinate projects with minimal defined guidelines; give presentations; solve problems and conceptualize systems; provide training; read and understand technical/professional literature; adhere to deadlines; and work independently.

PHYSICAL DEMANDS

Regularly sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail; views a computer monitor; reads written text or data. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 30 pounds; and distinguishes between shades of color. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled building.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in a field related to statistical analysis, research methods, health administration, or social or behavioral sciences and Two (2) years of work experience that included research and statistical analysis. Equivalent combinations of education and experience will also be considered. Preference may be given to applicants with a Master's Degree and/or experience performing research and statistical analysis related to substance abuse. Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah Driver's License.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.